

Forest Service FY 2018 Guidance for Use of Incident Job Codes

The following direction and procedures will be used to establish and charge to wildland fire, severity, support and non-fire incident job codes in FY 2018:

Incident job codes will have the region/unit override of the incident host unit. Incidents that qualify for a unique incident job code are as follows and will be established in the FireCode system:

- Wildfire incidents 300 acres or more
- Type 1 or Type 2 IMT is ordered
- Human caused
- Trespass
- Expected reimbursement
- Cost share

Units are asked to limit the number of additional codes created in the FireCode system to only those exceptions listed above. While it is understood there are situations where the established codes are not adequate for specific needs, units should adequately describe the purpose of the code in the FireCode name field.

P-codes will be established for suppression expenditures through the FireCode system.

Base Salary: Base salary for Forest Service employees programmed through any combination of 50% or more out preparedness (WFPR) and suppression (WFSU) will to be charged to WFPR while on a wildfire incident. Base salary will be charged to wildland fire suppression (WFSU) for all Forest Service employees assigned to wildfire incidents who are not funded by WFPR or do not meet the 50% minimum requirement. Employees shall validate with their regional budget staff (via local unit/Forest budget staff) for direction regarding how their position is funded.

The P-code will be used for base salary for all Forest Service employees who do not meet the 50% minimum programmed requirement mentioned above. It will also be used for any overtime or other premium pay (hazard pay, environmental differential, night differential, etc.) associated with a fire assignment.

B-Codes: A B-code will be generated to mirror the incident P-code. The B-code will be used for coding base salary on a fire for those employees who meet the criteria of 50% or more funded out of WFPR or WFSU. B-Codes will have a regional level override assigned. Employees are to use the override based on the region of their home unit.

Job codes are processed into the financial system as they are created in the FireCode system. The job code cycles in the financial system do not run on Friday and Saturday night. Therefore, incident job codes passed to the financial system on Friday, Saturday and Sunday

nights will not be available for use (in Paycheck and other systems) until after processing on Monday night.

ABCD Fires: Each land based unit will have one code for ABCD fires. These codes will be the same as in 2017, and will be reestablished by ASC for 2018. (See spreadsheet at http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html) All ABCD codes will be used with the region/unit override. The ABCD code format will be P#XXXX (where # is the region number and XXXX is created by the FireCode system). The ABCD codes will be used for the following:

- Initial response to wildfires.
- False alarms (including FS response to DOI false alarms).
- Extended response to wildfires under 300 acres (except as noted above). Mutual Aid response

Support Codes: Each land based unit will have one code for fire support. These codes will be used for salary and other project support charges by dispatch centers, local caches and unit employees providing general fire support. Support codes will be used when an employee is working on multiple fires with different P-codes and time cannot reasonably be separated out. If personnel are working on actual support to ongoing ABCD or large fires, they should charge to the specific incident code.

Support codes will be used for prepositioning or when an employee is providing general fire support due to the imminent short-term threat of high fire danger, such as a predicted wind event or lightning episode, but cannot reasonably separate out time to a specific P-code or ABCD fire. (Support codes are not intended to be used for activities authorized under a severity request.)

Support codes will also be used when resources are being ordered for active fire incidents, but the location of the resource assignment is not known (staging). Use of this code for staging should be short term in nature and resources should charge to the appropriate incident code once re-assigned from staging.

Support codes will be the same as 2017 and will be reestablished by ASC for 2018.

P-codes generated from the National Interagency Coordination Center (NICC) will use "W" as the second digit in the code.

The following non-land based units have a support code for salary and other project support charges: The ASC, National Caches, GACCs, NICC, NIFC, ROs and the WO. When converting from WFPR work to WFSU fire support, salary charges will be made to this support code. Employees at these units will charge to a P (suppression) or F (FEMA non-fire) code when they are specifically assigned to an incident or supporting only one incident and can identify time in minimum four hours blocks. Additionally, regardless of benefitting jurisdiction, NICC and GACCs can preposition resources using their assigned support code in advance of predicted significant wildland fire potential; to meet ongoing fire activity needs when the resource assignment is not yet known; or for resources supporting multiple incidents.

B-codes for base salary will be established for all land based and non-land based support codes. (Refer to page 1 for directions regarding proper coding of base salary.)

P-codes: Costs for responses for all size class A, B, C, and D wildfires for each forest will be collected under one P-code per Forest, except as noted below. Format is P#XXXX (where # is region and XXXX is created by the FireCode system), region/unit override will be used. Established codes will be posted to the Forest Service Incident Business website:
http://www.fs.fed.us/fire/ibp/cost_accounting/cost_accounting.html.

Do not issue a unique P-code for wildfires under 300 acres unless you are certain it meets at least one of the following criteria:

- Human caused
- Trespass
- Expected reimbursement
- Cost share
- Type 1 or 2 Incident Management Team assigned
- Other conditions that dictate the need for specific expenditure tracking capability and transparency.

Charge to the ABCD code until such time as you have determined one of the above criteria exists. All wildfires that are size class E, F, or G will be issued a unique P-code with the region/unit override.

P-Codes for

DOI Fires: All Department of Interior (DOI) fire codes will be issued by dispatch personnel or a DOI representative through the FireCode system. Fire codes will pass to the FS Financial system *only if the fire code is flagged in the FireCode system with a value of “Y” for FS Assist*. FS Assist should not be checked unless there is certainty that there will be Forest Service resources responding. These codes allow FS resources to charge to a FireCode in support of DOI fires and will be assigned the appropriate letter (D=BLM, A=BIA, P=NPS, R=FWS) after the P. An override of 1502 will be used for all DOI fires.

P-Codes Established by Interagency Dispatch

Centers: For fire codes established using a dispatch center unit identifier (i.e., CO-GJC) the P-code will default to a FS structure of P#XXXX with # being the FS region of the dispatch center. The override will default to a Forest Service unit serviced by the dispatch center.

P-Codes for FS Protection

Authority: For all lands where FS is the protecting agency and expected to incur the costs of an incident, follow the standard business process of assigning a fire code for incidents occurring on FS system lands.

H-Codes: BAER Assessment – Use H-codes for approved BAER projects. One H-code will be established for each Region to track assessment expenditures for BAER teams. The H-codes will be established in the format: H#BAER (where # is the Region number). A Regional override will be used.

These unique codes will enhance the ability of each Region to monitor annual assessment costs and simplify the process of establishing codes in time-critical situations. It also provides for the transaction code (in accordance with Public Law 106-558) to be used for overtime rate equal to one and one-half times the hourly rate, which is appropriate for individuals involved in the preparation of a BAER plan. The overtime provisions apply only until the initial BAER plan is submitted for approval. (See FSM 2523.)

DOI BAER Assessment Support – Use the code HTBAER (override 1502) for FS resources providing support to DOI BAER assessment teams or assessment efforts on DOI lands. This will allow the national office to monitor annual assessment costs in support of DOI efforts.

BAER Plan Implementation – Each unit or Regional Office is responsible for contacting the ASC Incident Finance at asc_ipc@fs.fed.us to request H-codes for BAER plan implementation, once the plan is approved. The H-code should mirror the P-code, including the region/unit override. If the P-code was a non FS jurisdictional incident and reflected a region/unit override of 1502, the H-code will reflect the region/unit override of the requesting unit.

AD Support: A WFSUAD code for AD (Casual) training and Work Capacity Test will be issued for each Region. These codes are to be used for allowable expenditures for suppression funds. A Regional override will be used. See FSH 6509.11g Chapter 50 – Appropriations Use Handbook for further direction.

Militia Support: A WFSUTR code for militia personnel training and Work Capacity Test will be issued for each region. These codes are to be used for allowable expenditures for suppression funds. A Regional override will be used. See FSH 6509.11g Chapter 50 – Appropriations Use Handbook for further direction.

S-Codes: Each Forest will have one S-code for Regional Office approved severity. Regional severity codes will be established in the format: S#1111. Region/Unit overrides will be used. Under current guidance, all severity requests are approved at the Regional level and do not require WO approval, regardless of requested amount. Regions should use the Regional severity code for all severity expenditures.

S-Codes for

DOI Severity: Assistance to Department of the Interior severity authorizations will be tracked separately. S-codes will be established to be used by individuals assisting a DOI

Bureau under a severity request. Use the following S-codes on all related timesheets and travel vouchers. Do not use the individual severity codes established by DOI in the FireCode system as they will not be compatible with our systems.

Job Code	Override	Agency
S70001	1502	Bureau of Indian Affairs (BIA) – Severity assistance.
S70002	1502	Bureau of Land Management (BLM) – Severity assistance.
S70003	1502	Fish and Wildlife Service (FWS) – Severity assistance.
S70004	1502	National Park Service (NPS) – Severity assistance.

FS Support of Non-Federal

Fires: States may or may not utilize the FireCode system to establish codes for non- federal fires. When federal resources respond and provide support to non-federal fires, the FS or DOI will create a fire code when the response is expected to extend beyond any mutual aid period. The agency that receives the request initially, and fills an order, is responsible for generating the fire code. These codes will be established with PN as the first two characters and the remaining four characters/digits will be generated by the FireCode system. These codes will have an override of 1502.

Non-Wildland Federal Fire Departments/

Agencies: Non-wildland Federal fire departments and agencies, including but not limited to DOD and Tennessee Valley Authority, will not be utilizing the FireCode system to establish codes for their federal fires. When federal resources respond and provide support to Federal non-wildland fire departments or agencies, the FS or DOI will retrieve a fire code. The agency that receives the request initially, and fills an order, is responsible for generating the fire code. These codes will be established with PF as the first two characters and the remaining four characters/digits will be generated by the FireCode system. Use override 1502.

F-Codes for FEMA Activations:

Non-Fire FEMA Incident: A unique F-code will be established for each Mission Assignment (MA) received from FEMA for ESF4 non-fire activation. ASC- Incident Finance will not pre-establish these codes in the financial system, however a protocol has been provided in the attached spreadsheet for use on non- fire FEMA responses. FEMA codes will use the region/unit override in the following format: F#0000 where # is the Region in which the response is taking place. ASC-IF shall be notified by the Region or National Office, as soon as a job code has been assigned so that it can be established for use in the financial system. ASC-IF must also be provided a copy of the Mission Assignment, upon issuance.

Fire ESF4 Incident: Utilize FireCode for ESF4 wildland fire activations. ESF4 Fire

Mission Assignments are the only MAs where multiple job codes can be assigned. The majority of FEMA ESF4 fires will start out with a PN**** or P#**** fire code. When the fire is assigned to ESF4, the P-code will change to an F#**** where # is the Region number, and **** is the same FireCode as the P-code. For example, PNLMNO would change to F#LMNO. In situations where the fire did not start out as a state PN code, assign a FireCode with a prefix of F#. This will provide consistency with the current job code process for wildfire and will maintain the integrity of the fire costs for the specific fire. Each fire covered by the MA will have a unique F-code. ASC-IF will be notified, as soon as a job code has been assigned or converted from a P# so that it can be established for use in the financial system. ASC-IF must also be provided a copy of the Mission Assignment, upon issuance.

Forest Service employees will charge their base time to a B or F code. See the direction on page 1 to determine how an employee will charge their base time. Employees that meet the criteria for charging base time to a B-code will follow the same direction for FEMA incidents, charging base time to a B-code for the incident and the remainder of their time to the F-code. All other employees will charge their base and all other time to the appropriate F-code. F-codes are paid from the Emergency Operations (WFSU) account.

Non-Fire Emergency

Job Codes: DO NOT create a job code in the FireCode system for non-fire emergencies. Wildland fire suppression funds are appropriated for wildland fire and Presidentially declared activities under the Stafford Act.

Reference FSH 1580.11 and FSM 6512.a(6). Upon execution of a collection agreement the unit will request a unique reimbursable job code with the appropriate reimbursable program and funds. Contact ASC-RACA Branch to create the code prior to incurring any expenses. For non-fire emergencies that occur during weekend hours contact ASC-Incident Finance at 505-366-8191.

For all non-fire emergency response projects that do not have an agreement (such as potential claims), budget offices should follow ASC-Budget Execution procedures on establishing job codes to ensure appropriate funds are expended. See Shorthand Code Structure Guide (dated 9/23/2014) at <http://fsweb.asc.fs.fed.us/bfm/programs/budget-execution>. For example, emergency response projects as a result of non-Forest Service spills and releases are appropriately charged to NFMG under Environmental Compliance and Protection (ECAP).

For FireCode questions, contact Susan Crutcher, Branch Chief, ASC Incident Finance at 505- 563-7411; Fire and Aviation funding policy questions, contact AJ Bethas, Branch Chief, Planning and Budget at 202-557-9180; implementation questions, contact Sarah Fisher, Branch Chief, Incident Business at 208-387-5944.